



BENWICK PARISH COUNCIL

Minutes of an online Meeting of the Benwick Parish Council on Monday 12th April 2021 by teleconference

Present	Cllrs M Chapman (Chair); L Keppel-Spoor; A Cade; B Taylor; R Smith; R Emmitt, A Miscandlon (FDC); B Wicks (FDC), D Connor (FDC and CCC), J Richardson and R Robinson (Clerks) and no members of the public	
239/20-21	Apologies for Absence R Few.	
240/20-21	Declarations of Interest Non-Pecuniary Interest – 262/2021 (b) - M Chapman is a school governor and took no part in the discussion or vote on this matter	
241/20-21	PUBLIC TIME Total Parish Precept remains unchanged but there was an increase in precept collected per property. Parish council has no control over this as it is determined by FDC based on the number and banding of properties occupied in the parish. David Connor to liaise with Highways about the lump in Whittlesey Road Bridge. Clerk to put this on the agenda for May. It was Proposed by Cllr Smith, Seconded by Cllr Taylor and AGREED that the CAPALC statement for the death of Prince Phillip to be modified as being from the Chairman, Councillors and Village of Benwick and clerk to place on the website.	Cllr Connor Clerk Agreed
242/20-21	Confirmation of Minutes It was Proposed by Cllr Chapman and AGREED to sign and approve the Minutes of the Meetings held on 1 st March 2021, 22 nd March 2021 and 30 th March 2021	Clerk Agreed
243/20-21	Matters Arising	
244/20-21	County & District Councillors Reports Cllr Miscandlon: Fenland District Council (FDC) have a book of condolence online for Prince Philip, there are no physical books of condolence in the light of the Covid situation. Cllr Connor: Forty Foot Road is being monitored now. Cllr Connor to report back next month on this and on concerns raised by Parish Councillors about Puddock Road (potholes), Doddington to Benwick Road especially past the nursery (ruts). Improvements to C Road and Floods Ferry will alleviate traffic through Doddington and Benwick. Highways have confirmed in the case of the person who has planted trees and placed white blocks on the verge that they are legal as long as they are 450mm from the road. Points were made that this is land that is owned by Highways, that these verges are needed for pedestrians and that there is a risk of copycat by other householders. Cllr Connor to arrange a meeting with Cllr Keppel-Spoor and Cllr Chapman and Highways. Cllr Wicks: Whittlesey to have a relief road on the south side and have two free electric vehicle charging points	Cllr Connor Cllr Connor
245/20-21	Street Lighting To discuss and agree options regarding street lighting maintenance contract Clerk to keep on the agenda for May	Clerk
246/20-21	Defibrillator To discuss and agree actions following investigation into monthly checks required by Cllr B Taylor Clerk to keep on the agenda for next month	Cllr Taylor Clerk
247/20-21	Police Report Cllr Chapman does not like the format of the report, nothing of interest to Benwick in it. Clerk to keep on the agenda for next month	Clerk
248/20-21	CAPALC It was proposed by Cllr Chapman and AGREED to renew and pay the 2021 affiliation fee at £436.17, which includes £50 for DPO scheme (2020 £428.38)	Agreed Clerk

	<p>wording for a letter, Clerk to send to FDC and asking FDC to monitor the building.</p> <p>b) CCC/21/032/VAR Benwick Primary School, High Street, Benwick, PE15 0XA, Retention of 7 bay 21m x 8.7m approx. mobile classroom building on existing Primary School site for a temporary period. Informative: - Section 73 application to develop land without complying with condition 3 of planning permission F/2007/16/CC to extend the temporary period until 31 August 2024</p> <p>It was Proposed by Cllr Keppel-Spoor and Seconded by Cllr Smith and AGREED that we have no objection to this application. Clerk to inform CCC planning.</p>	<p>Clerk</p> <p>Agreed Clerk</p>
263/20-21	<p>Website</p> <p>No information has been received on future Parish Council website hosting following notice given by BT that the free hosting currently used will cease in May 2021.</p> <p>Clerk to keep on the agenda for next month</p>	Clerk
264/20-21	<p>Utilising road verges for biodiversity & habitat</p> <p>Nothing to report on any actions required CCC Road Verge Management Enquiry due to covid situation.</p> <p>Clerk to leave on agenda for May.</p>	Clerk
265/20-21	<p>Burial/Cemetery</p> <p>It was Proposed by Cllr Chapman and AGREED that the Clerk to contact Doddington Parish council with Clerk RR's details and details of allotments for Doddington to advertise our allotments to Doddington residents.</p> <p>It was Proposed by Cllr Chapman and AGREED that one allotment tenant can be permitted to keep a beehive on her allotment should she take an allotment.</p> <p>Regarding hedge in cemetery, contractor has not replied to messages Cllr Chapman to chase contractor</p>	<p>Agreed Clerk</p> <p>Agreed Clerk</p> <p>Cllr Chapman</p>
266/20-21	<p>Policies</p> <p>It was Proposed by Cllr Chapman and AGREED that council accepts the following Benwick Parish Council Policies:-</p> <ul style="list-style-type: none"> a) Standing Orders b) Financial Regulations c) Safeguarding Policy d) Press/Media Policy e) Filming, recording and photographing of meetings policy f) Expenses Policy g) Discipline and Grievance Policy h) Complaints Procedure i) Equality Policy j) Data Protection Policy k) Privacy Notice l) Email contact privacy notice m) Retention & Disposal Policy n) Memorial Safety Policy o) Website Accessibility Statement p) Donation Awarding Policy q) Publication Scheme r) Code of Conduct for Members 	Agreed
267/20-21	<p>Correspondence</p> <ul style="list-style-type: none"> a) Rural Services Network, bulletin (emailed 04/03/2021, 09/03/2021, 16/03/2021, 23/03/2021) b) FDC Press releases (emailed 26/02/2021, 01/03/2021, 04/03/2021, 08/03/2021, 09/03/2021, 19/03/2021, 22/03/2021, 29/03/2021) c) CAPALC Bulletin (emailed 09/03/2021) e) NALC Chief Executive Bulletin (emailed 01/03/2021, 09/03/2021, 16/03/2021, 23/03/2021) f) Scam Partnership News (emailed 08/03/2021) g) Roadworks & events bulletin 1st - 15th March 2021(emailed 01/03/2021), Roadworks & events bulletin 16th - 31st March 2021 (emailed 15/03/2021), Roadworks & events bulletin 1st - 15th April 2021 (emailed 29/03/2021) h) IHMC February Incident Report (emailed 04/03/2021) i) FDC Community Safety Partnership Newsletter (emailed) j) A47 Guyhirn Scheme Update (emailed 26/02/2021, 19/03/2021) 	

	k) Highway Events Diary - March 2021 (emailed 08/03/2021) l) Transfer of public transport function to Cambridgeshire and Peterborough Combined Authority (emailed 15/03/2021) m) Whittlesey Relief Road Inception Report (emailed 29/03/2021)	
268/20-21	Training It was proposed by Cllr Chapman and AGREED that Clerk RR attend "Clerks Knowledge Course" on 15 th and 22 nd May 2021 at a cost of £250 Cllr Chapman to work with Clerk RR to identify further courses to attend.	Agreed Clerk Cllr Chapman
269/20-21	Agenda Items/Next Meeting The date of the next Parish Council Meeting will be Wednesday 5 th May 2021. Items to be included on Agenda should be with the Clerk by Wednesday 28 th April 2021. Clerk RR to do the May Meeting but Clerk JR will attend. It was Proposed by Cllr Chapman and AGREED to change of clerk details from J Richardson to R Robinson on bank account Clerk to add to next month's agenda to be retrospectively agreed. To discuss the new speed signs and agree next steps, to be placed on the agenda for May's meeting.	Clerk Agreed Clerk Clerk

Meeting closed at 21:09

Appendix 1

Bank Reconciliation		Financial Year ending 31 March 2021	
Benwick Parish Council			
Prepared by Jacquie Richardson (Clerk & RFO)			
Date	31/03/2021		
Approved by	Chair		
Date	12/04/2021		
Balance per bank statements as at		31/03/2021	£
Current Account		32,769.06	
NS&I		21,447.49	
			54,216.55
Less: Unpresented Cheques			
Cheque Number			
		18.00	
			18.00
Add: Any unbanked cash in transit			
Net bank balances as at			54,198.55
The net balances reconcile to the Cash Book, as follows:-			
Opening Balance		54,031.03	
Add: Receipts to date		30,022.49	
Less: Payments to date		(29,854.97)	
Closing Balance		54,198.55	

Earmarked Reserves:

Parish Plan	£532.89	
Verge Planting	£67.13	
Cemetery Extension	£6,604.17	
Street Lighting	£7,875.62	
The Pound	£2,000.00	
War Memorial	£4,000.00	
Mooring	£4,133.66	
Allotments	£2,191.35	
General Reserve	£26,793.73	
E M TOTAL		£27,404.82

Appendix 2

BENWICK PARISH COUNCIL								
		BUDGET	CURRENT	CURRENT	CURRENT	CURRENT	VARIANCE	
		2020-21	End JUNE 2020	End SEPT 2020	End DEC 2020	End MARCH 2021		
INCOME:	INCOME							
Maintenance Grants:	Precept	12,852.00	£6,426.00	£6,426.00	£12,852.00	£12,852.00	£0.00	
Council Tax Support Grant	Council Tax Support Grant	0.00					£0.00	
	Concurrent	985.00	£985.00	£1,593.00	£1,593.00	£1,593.00	£608.00	
	Grass Cutting	703.88	£703.88	£703.88	£703.88	£703.88	£0.00	
Rents:	Town	875.00	£670.57	£858.07	£1,108.07	£1,108.07	£233.07	
	September Gardens	45.00					-£45.00	
Recycling Credits		35.00		£118.68	£118.68	£118.68	£83.68	
VAT Refund		250.00			£3,289.22	£3,289.22	£3,039.22	
Burials		250.00	£393.00	£851.00	£936.00	£1,911.00	£1,661.00	
Bank Interest		75.00				£153.31	£78.31	
Grants			£453.33	£8,293.33	£8,293.33	£8,293.33	£8,293.33	CAT2 Street Light Grant
SUB TOTALS:		£16,070.88	£9,631.78	£18,843.96	£28,894.18	£30,022.49	£13,951.61	
Sundries								
TOTALS:		£16,070.88	£9,631.78	£18,843.96	£28,894.18	£30,022.49	£13,951.61	
	EXPENDITURE							
Rates		400.00	-	276.17	276.17	312.54	- 87.46	
Room Hire		200.00			18.00	18.00	- 182.00	
Subscriptions:	NALC LCR Magazine	17.00	17.00	17.00	17.00	17.00	-	
	CAPALC	370.00	428.38	428.38	428.38	428.38	58.38	
	Cambs Acre	60.00				57.00	- 3.00	
	SLCC	106.00	109.00	109.00	109.00	109.00	3.00	
	Clerks & Councils Magazine	12.00			12.00	12.00	-	
Maintenance	Verges	500.00	148.28	259.49	370.70	481.91	- 18.09	
	Cemetery	4,055.00	748.65	1,704.99	2,453.64	2,786.91	- 1,268.09	
	Street Lights	1,765.00					- 1,765.00	
	Allotments						-	
Insurance		730.00	742.89	742.89	742.89	742.89	12.89	
Energy		2,400.00	604.21	1,275.79	1,681.70	1,693.38	- 706.62	
Professional Charges	Internal Auditor	130.00	135.00	135.00	135.00	135.00	5.00	
	External Auditor	200.00					- 200.00	
	ICO	35.00			35.00	35.00	-	
	Computer Security	25.00					- 25.00	
Sundries		150.00		23.99	47.97	343.94	193.94	
Telephone/Internet		100.00		20.11	40.18	60.01	- 39.99	
Post & Stationery		150.00	26.64	57.42	57.42	57.42	- 92.58	
Travel		50.00					- 50.00	
Clerk's annual office expenses		150.00		150.00	150.00	150.00	-	
Planting & Maintenance		0.00					-	
Training		200.00					- 200.00	
VAT Paid		250.00	949.07	1,206.92	3,361.40	3,514.03	3,264.03	
Wages/PAYE-NI		4,700.00	1,178.10	2,434.74	3,679.90	4,336.18	- 363.82	
SUB TOTALS:		16,755.00	5,087.22	8,841.89	13,616.35	15,290.59	- 1,464.41	
Election		1,260.05					- 1,260.05	
Development Projects		2,000.00					- 2,000.00	
Tourism (Cycle Races)							-	
Local Highways Improvement		550.42					- 550.42	
Play Park							-	
WW1 Commemoration							-	
Xmas Decorations		0.00					-	
S137 Payment	British Legion Poppy Wreath	30.00			30.00	30.00	-	
Donations/Charity		200.00			150.00	180.00	- 20.00	
TOTALS:		20,795.47	5,087.22	8,841.89	13,796.35	15,500.59	- 5,294.88	
Parish Plan		£532.89					- 532.89	
Verge Planting		£67.13					- 67.13	
Cemetery Extension		£7,974.17			890.00	890.00	- 7,084.17	
Street Lighting		£6,850.00	3,749.38	3,749.38	13,464.38	13,464.38	6,614.38	
The Pound		£2,000.00					- 2,000.00	
War Memorial		£2,000.00					- 2,000.00	
Mooring		£3,133.66					- 3,133.66	
Allotments		£1,646.17					- 1,646.17	
Play Park							-	
TOTALS:		£44,999.49	£8,836.60	£12,591.27	£28,150.73	£29,854.97	- 15,144.52	

BENWICK PARISH COUNCIL ASSET REGISTER			31/03/2021	
ASSET		DATE ACQUIRED	VALUE	DISPOSAL/DISCHARGE
STREET FURNITURE			£49,989.65 (Insurance Value as at 31/03/14)	
	19 x Galvanised Lamp Posts			
	18 x Lamp Brackets			
	Bus Shelter			
	Village Sign			
	8 x Public Seating			
	War Memorial Bench	03/09/2018	£761.50	Included in Street Furniture Total
	Cemetery & Chapel Garden Benches x 3	04/06/2018	£1,523.17	
	Riverbank Benches	09/11/2019	£1,074.00	
Flagpole		04/08/2014	£309.00	
Cemetery Railings		06/01/2014	£2,520.05	
Cemetery Paths		07/08/2018	£14,200.00	
The Mooring		01/06/2010	£10,478.40	
Mooring Sign		29/05/2017	£866.34	
War Memorial			£27,075.93 (Insurance Value as at 31/03/14)	
Filing Cabinet			£65.00	
LAND				
	Cemetery		£1.00	
	September Gardens		£1.00	
	Town Ground		£1.00	
	The Pound		£1.00	
	TOTAL		£105,508.37	